



POLITICAL SECRETARY

An opportunity is available to work as a Political Secretary within the Political Section at the U.S. Embassy, Canberra.

Salary: A\$52,465 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Minimum High School Diploma is required.
2. Minimum two years secretarial experience and a proven record in dealing with the public is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good communication skills, both oral and written, are required.
5. Knowledge of standard office procedures is required.
6. Familiarity with Microsoft Office Suite, internet search procedures and a typing speed of 40wpm is required.

For further information and the selection criteria please refer to the duties and responsibilities below.

Forward letter, response to the selection criteria, resume and completed UAE form to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **JUNE 10, 2011**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: POLITICAL SECRETARY	POSITION GRADE LE- 5 (STARTING SALARY A\$52,465)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The incumbent serves as the Locally Employed (LE) Political Secretary in the Political Section and reports directly to the Deputy Political Counselor, who is the supervisor of the position. The Political Secretary provides the full range of administrative and secretarial support to six or more Foreign Service Political Officers and one LE Political Analyst, and backs up the OMS in the latter's absence.

Major Duties and Responsibilities

- Serve as back-up Office Management Specialist in the absence of the OMS.
- Serve as back-up payroll timekeeper for the Political Section.
- Review daily cable traffic and enter data into the Political Section Tracking Log.
- Prepare demarches, talking points, non-papers and other relevant written materials as requested.
- Prepare routine correspondence to include memos, letters, diplomatic notes.
- Route incoming and outgoing mail.
- Receive and refer telephone calls to the appropriate Political officers.
- Assist with logistical arrangements for official US government travelers and conferences.
- Schedule meetings and official representational events as requested by the Political officers.
- Complete travel and representational vouchers for Political officers.
- Review outgoing cables/correspondence for proper format, and proofread and edit for accuracy.
- Provide assistance to the Office Management Specialist in maintaining the biographical files, the Political Section's contacts database and maintaining the electronic and hard copy files for the section.
- Order and procure all supplies for the Political Section.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Minimum High School Diploma is required.
2. Minimum two years secretarial experience and a proven record in dealing with the public is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good communication skills, both oral and written, are required.
5. Knowledge of standard office procedures is required.
6. Familiarity with Microsoft Office Suite, internet search procedures and a typing speed of 40wpm is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a SECRET security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B JUNE 10, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References